

**Department of General Services
Division of Purchases and Supply**

03/19/2003

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Chapter 1 - Introduction

The Virginia Distribution Center (VDC) has offered a state-of-the-art; Internet based on-line ordering system offered for the last several years. The ordering system allows customers to fill out web-based order screens that provide current price information as well as on-line order verification, and advanced shipping notices. VDC will continue to maintain the stand-alone ordering system (eVA ROS Stand-alone or the "Stand-alone").

To accommodate our eVA customers, we have developed a version of this system that can be accessed through eVA. We call it the VDC Punchout Remote Order System (VDC PROS). This manual describes the process of placing an order using eVA in conjunction with the VDC PROS to place orders in an easy, efficient, electronic manner.

You must be set up with an eVA login ID and password to access the catalog. If you do not have one, contact your agency eVA team lead.

Chapter 2 Accessing the VDC Punchout Catalog

Using the Internet, go to <http://www.eva.state.va.us/>, log in and click on Shop now. Begin creating your requisition like you normally would in eVA. When you get to Step 2, Add Items, type "VDC" in the box on the Catalog tab and click the **Search** button.

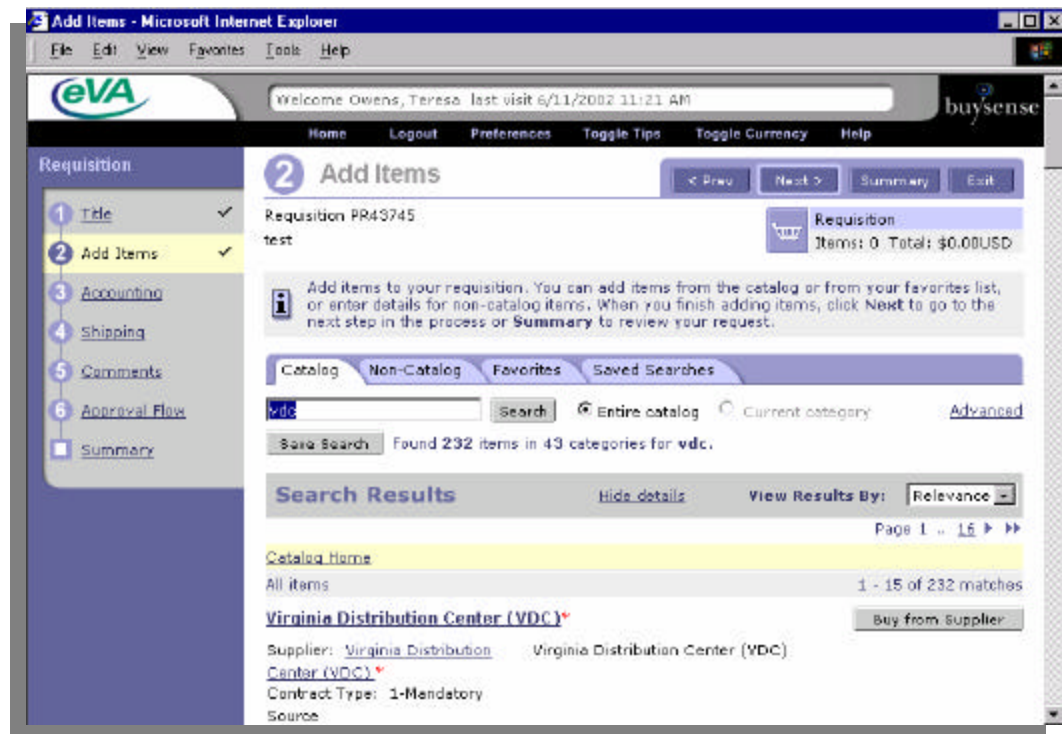


Virginia Distribution Center eVA Punchout Catalog

The next screen displays the Virginia Distribution Center (VDC) catalog option.

Click on the **Buy from Supplier** button.

Buy from Supplier



The next screen that appears will be the first page of the VDC PROS.

Chapter 3 Creating Orders in the VDC Punchout Catalog

This chapter contains instructions on how to enter and update orders in the eVA punchout catalog. The Punchout Catalog follows the typical web-ordering model of collecting the items to be ordered, displaying them in a Shopping Basket and then requiring a checkout function where contact information is collected before returning to eVA to submit the order.



Virginia Distribution Center eVA Punchout Catalog

The system offers two methods of entering orders:

Simple mode – Click on the Create a New Order link or Add Items button to search part or the whole catalog.

Expert Mode – Click the Expert Mode button to enter item numbers and quantities you already know.

Simple mode

1. After clicking the Buy from Supplier button in eVA, the first page of the Punchout Catalog displays as shown above.
2. Click on the Create a New Order link or Add Items button.
3. Either search for the item desired (by item# or enter any key word) OR pick from the entire catalog (sorted by item# or description).

Punchout Catalog Shopping Session - Microsoft Internet Explorer

Welcome Owens, Teresa last visit 6/17/2002 10:37 AM

Close Punchout Catalog Shopping Session

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Virginia Distribution Center - Internet Remote Order Entry Panel

Add Items Change Qty Check Out Empty Basket Expert Mode

Catalog Search

Choose catalog items with item descriptions containing Submit

Choose catalog items with item numbers containing Submit

- OR -

[Choose from the Whole Catalog \(sorted on Item Description\)](#)

[Choose from the Whole Catalog \(sorted on Item Number\)](#)

4. All choices give the same style of entry screen, shown here.
5. Enter the quantity of each item and click the ADD TO BASKET button after you have entered all of the items.
6. To finish the order, follow the instructions in **Chapter 4, Current Basket and Checking Out.**

Punchout Catalog Shopping Session - Microsoft Internet Explorer

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Close Punchout Catalog Shopping Session

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Virginia Distribution Center - Internet Remote Order Entry Panel

Add Item Change Qty Check Out Empty Basket Expert Mode

The Whole Catalog

Quantity	ITEM	ITEM DESCRIPTION	PRICE	WEIGHT	UNIT OF MEASURE
<input type="text"/>	940119	*EXT MASON LATEX WHITE 5	35.5726	60.00	PL
<input type="text"/>	940106	*EXT HOUSE OIL ONE COAT WHITE 4/1	43.5215	44.00	CS
<input type="text"/>	940206	*LATEX FLAT ONE COAT WHITE 4/1	31.5249	48.00	CS
<input type="text"/>	940205	*LATEX FLAT SHELL WHITE 5'S	37.9404	60.00	PL
<input type="text"/>	940240	*LATEX S-G EN ANTIQUE WHITE 4/1	33.7799	48.00	CS

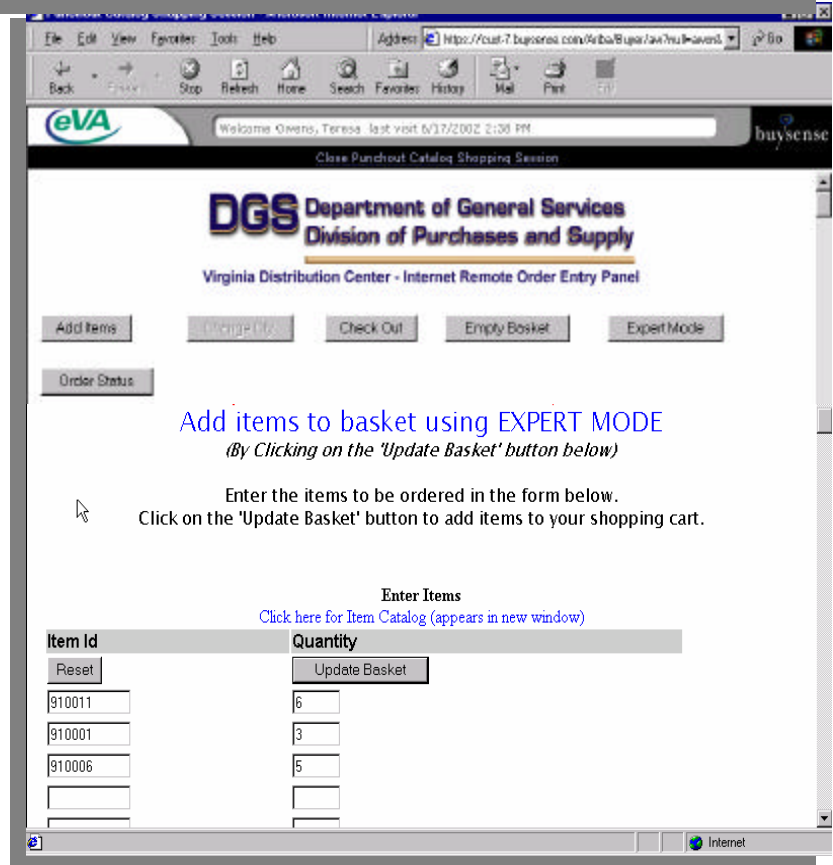
Reset Add to Basket

Expert Mode

1. After clicking the Buy from Supplier button in eVA, wait for the Manage Orders page to display.



2. Click on the EXPERT MODE button and the following screen displays.
3. Enter the Item ID & Quantity for each item.
4. Click the Update Basket button.

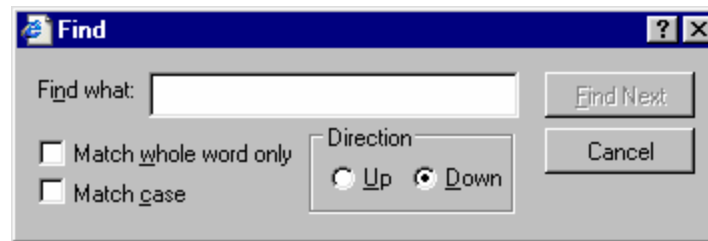


Virginia Distribution Center eVA Punchout Catalog

*If the item number you entered is not valid, you will receive the error message, * invalid item id and/or quantity next to the invalid line item. You can click the Product Update link to find out about product changes so that you can enter a valid item number and eliminate the error message.

<<SPECIAL FEATURE >>

Just above the Item ID column is a hot link that when clicked will load the catalog into a separate window, allowing you to find item#s if you do not know them. To SEARCH this list, press the keys CTRL-F (control and F) and you will get a SEARCH screen. Type in any word and click on FIND NEXT until you find the item you are looking for.



Chapter 4 Current Basket and Checking Out

1. The system stores the ordered items and displays the results for review in the Current Basket.

You can change quantities on this screen, BUT you must click the MAKE CHANGES button to have the system accept the new quantities.

Add Items by clicking the ADD ITEMS button and you will see the screen from Part A, Simple Mode.

QUANTITY	PRICE	TOTAL PRICE	ITEM NUMBER	DESCRIPTION	WEIGHT	HAZARD CODE
6	22.425975	134.55585	910011	APRICOT HALF UNP NJ 6/10	48.00 LBS	
3	17.870875	53.612625	910001	APPLES SLICED US FANCY 6/10	49.00 LBS	
5	11.5456	57.728	910006	APPLESAUCE US FANCY 6/10	47.00 LBS	

Make Changes (delete items by setting the quantity to 0 or erasing the field)

Price of Items in Basket 245.896475

Virginia Distribution Center eVA Punchout Catalog

- When item entry is complete, click the CHECK OUT button to display the Check Out screen.

Check Out

- On the Check Out screen, verify that the items are correct and enter the following information:

Contact Name – Name of Agency contact person

Contact Phone # - Contact person's phone number, area code required. Key only the numbers. Leave out any separators or spaces (example, 8045551234).

Email Address(optional) - Contact person's email address.

Pickup - If you would like to pickup the order **AT** the Virginia Distribution Center, please indicate by clicking on YES.

Contact For Substitution - If you would like to be contacted for substitution of an item that is not available, click on YES.

Back Order - If an item is not in stock and you would like to place a back order, click on YES.

Punchout Catalog Shopping Session - Microsoft Internet Explorer

Welcome Owens, Teresa - last visit: 6/17/2002 2:08 PM

Close Punchout Catalog Shopping Session

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Virginia Distribution Center - Internet Remote Order Entry Panel

Add Items Change City Check Out Empty Basket Expert Mode

Check Out
Verify items and quantities and return to eVA

QUANTITY	PRICE	TOTAL PRICE	ITEM NUMBER	DESCRIPTION	WEIGHT
6	22.425975	134.55585	910011	APRICOT HALF UNP NJ 6/10	48.00 LBS
3	17.870875	53.612625	910001	APPLES SLICED US FANCY 6/10	49.00 LBS
5	11.5456	57.728	910006	APPLESAUCE US FANCY 6/10	47.00 LBS

Price of Items in Basket 245.896475

[Create form for disconnected user](#) (Learn how here)
(A new window will open)

Name of agency contact person

Phone number of agency contact person Ext.

email address of agency contact person

Would you like to pickup the order at the Virginia Distribution Center? ☐ Yes ☒ No

Do you want to be contacted if we need to substitution an item? ☐ Yes ☒ No

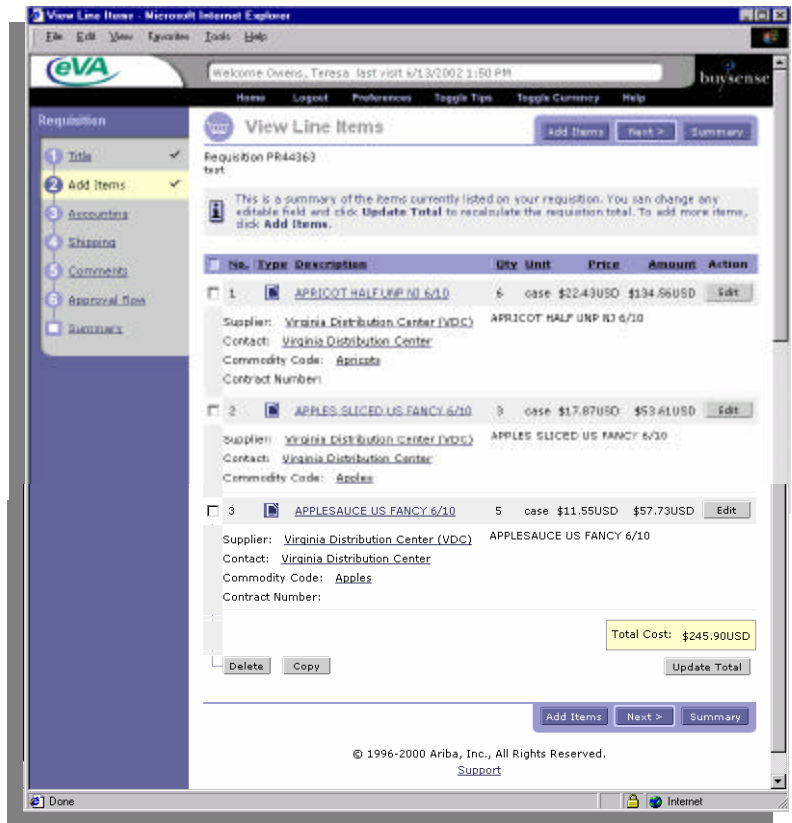
If an item is not in stock do you want to place a back order? ☐ Yes ☒ No

Return to eVA

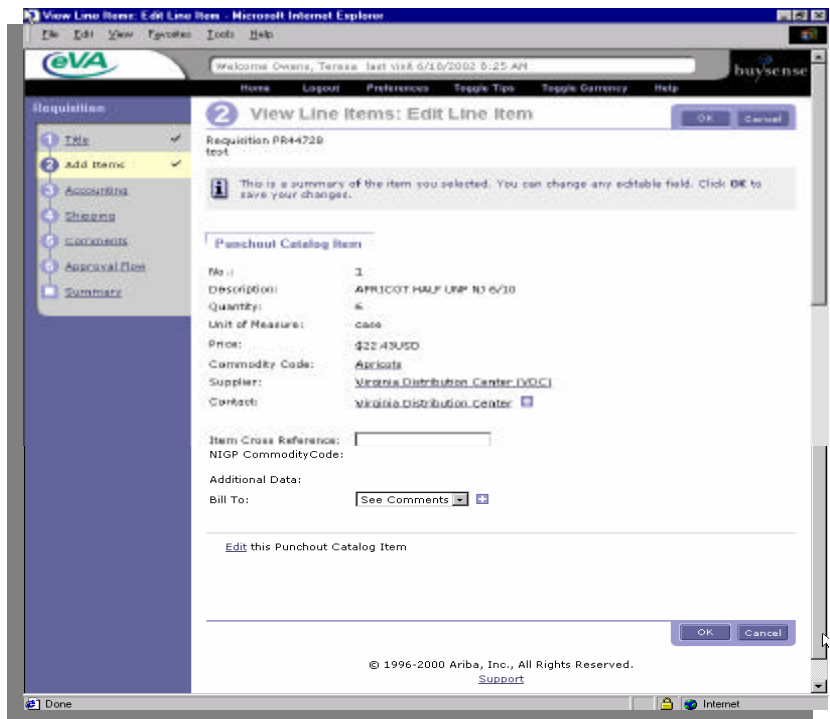
- Click the Return to eVA button to leave the VDC punch out) and complete the ordering process as usual in eVA.

Chapter 5 Editing Items in the Punchout Catalog

1. Click on the edit item next to any line item in eVA.



2. On the next screen, scroll down and click the link, edit this Punchout Catalog item. The punchout catalog will display and you can edit your items and checkout as described in Chapter 3 Current Basket and Checking Out.



Chapter 6. Disconnected User Forms

Forms can be created to allow users without Internet access to enter orders. The forms can be loaded into the system later by someone who has Internet access. A Disconnected User Form can be used as a template and saved to a 3 1/2" diskette or to your hard drive.

Creating a disconnected user form

1. Put a 3 1/2" diskette in your floppy drive.
2. Log into eVA and go to VDC's punchout catalog.
3. Create an order with all of the items that the user without Internet access will need for any order.
4. Click the link **Create form for disconnected user** link.
5. Go to the menu bar and click File, Save as and save to a 3 1/2 diskette.
6. At this point the form is located on the floppy disk. Carry the floppy disk to the user who will enter the order.

The screenshot shows a web browser window titled "Punchout Catalog Shopping Session - Microsoft Internet Explorer". The address bar shows "www.com/VdcBuyer/realtime/SaveForm/SaveForm.asp?ID=1547&OrderID=1547&OrderID=1547". The page header includes the eVA logo and a "Welcome Test6, Virginia test visit 5/31/2002 10:10 AM" message. Below the header, there is a "Close Punchout Catalog Shopping Session" button. The main content area displays a list of items with columns for item number, description, quantity, and price. A link "Create form for disconnected user" is visible, with a note "(A new window will open)". Below the link, there are input fields for "Name of agency contact person", "Phone number of agency contact person", and "email address of agency contact person". There are also two radio button questions: "Would you like to pickup the order at the Virginia Distribution Center?" and "Do you want to be contacted if we need to substitution an item?".

Entering an order without Internet access

1. Put the 3 1/2" diskette in your floppy drive.
2. Open Internet Explorer or Netscape.
3. Go to the menu bar and click File, Open and browse to the file on the floppy disk and click open.
4. Enter quantities for items you wish to order.
5. DO NOT CLICK ON the **Return to Current Basket** button because it will not work.
6. Save your order by clicking on **File** and then **Save**.
7. When finished give the diskette back to the person who gave it to you.

Loading an order created by a user without Internet access

1. Log in to eVA and go to VDC's punchout catalog. Go to the menu bar and File, Open and browse to the A drive, select the disconnected user form and click OK.
2. Click on the **Return to Current Basket** button.
3. The Current Basket screen will display with your order.
4. If there are errors, you will be told to make corrections. To correct, click the back button and make the necessary corrections. Next, click the **Return to Current Basket** Button again.
5. Click the Checkout button and proceed as usual.

Item Id	Quantity	Unit Price	Item Description	Weight	Hazard Code	Total Price
910011	6	22.425975	APRICOT HALF UNP NJ 6/10	48.00 LBS		134.55585
910001	3	17.870875	APPLES SLICED US FANCY 6/10	49.00 LBS		53.612625
910006	5	11.5456	APPLESAUCE US FANCY 6/10	47.00 LBS		57.728

Name of agency contact person

Phone number of agency contact person Ext.

email address of agency contact person

Would you like to pickup the order at the Virginia Distribution Center? ☐ Yes ☒ No

Do you want to be contacted if we need to substitution an item? ☐ Yes ☒ No

If an item is not in stock do you want to place a back order? ☐ Yes ☒ No

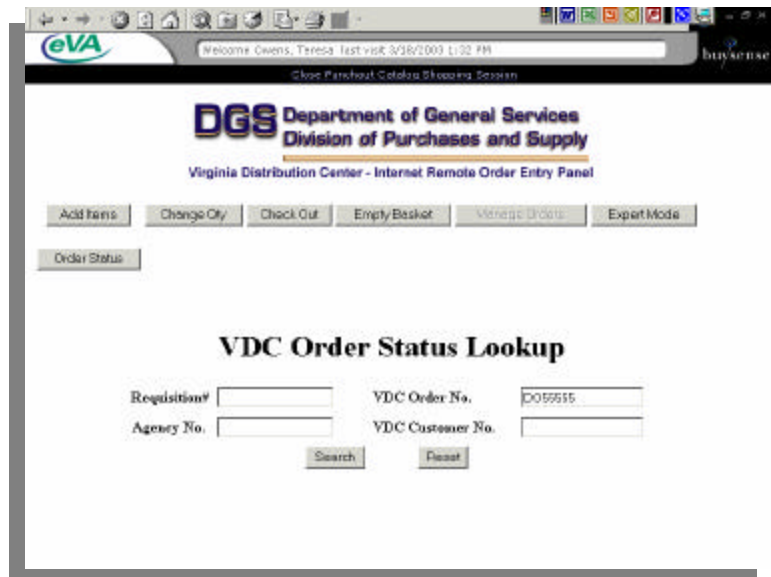
Chapter 7. Order Status Lookup

View the status of your order.

1. Log in to eVA and go to VDC's punchout catalog. On the main page, called Manage Orders, click on the button, **Order Status**.



2. Enter your eVA Order Number in the **VDC Order No.** field.
3. Click Search



Virginia Distribution Center eVA Punchout Catalog

4. You can view information on the status of your order here.
5. Click the **Details** link to see Advanced Shipping Notice (ASN). The ASN provides the quantities order and quantities shipped. The order will appear as soon as it has been assigned to a truck. Please check this page often as Quantities Shipped can change as the order gets close to the Shipment Schedule Date. If the order has been shipped, the Shipped/Invoiced Date field will state "Shipped on" and the date it was shipped. If it says

"Invoiced on", the order has been received and the invoice for the order has been created.

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Close Punchout Catalog Shopping Session

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Virginia Distribution Center - Internet Remote Order Entry Panel

[Add Items](#)
[Change City](#)
[Check Out](#)
[Empty Basket](#)
[Manage Orders](#)
[Expert Mode](#)

[Order Status](#)

VDC Order Status Result
1 records will be returned.

[New Search](#)

Page 1 of 1

Req No	VDC Order ID	Order Entered	Shipment Sched Date	Shipped/Invoiced Date	
PR27095	DO68120	3/5/2003	3/7/2003	Invoiced on 3/11/2003	Details

[11](#)

Welcome Owens, Teresa last visit 3/10/2003 1:32 PM
Close Punchout Catalog Shopping Session

VDC Order Detail Status Result
53 records will be returned.

[New Search](#)

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Order ID	Line No	Item No	Descr	Order Qty	UOM	Revd/Shp Qty
DO68120	1	912305	VPM CHILI SKITSACS	5	CS	5
DO68120	2	912302	VPM SWEET & SOUR CHICKEN 5 KITCS	5	CS	5
DO68120	3	912303	VPM STROGANOFF BEEF SKITSACS	5	CS	5
DO68120	4	910001	APPLES SLICED US FANCY 6/10	10	CS	10
DO68120	5	910006	APPLESAUCE US FANCY 6/10	10	CS	10
DO68120	6	910616	BEANS GREEN RND USDA GR A 6/10	25	CS	25
DO68120	7	911964	BISCUIT MDX, BUTTERMILK 6/1#	45	CS	45
DO68120	8	911140	SAUCE CHEESE CHEDDAR MILD 6/10	4	CS	0
DO68120	9	910666	COLLARDS CHOPPED US FANCY 6/10	10	CS	10
DO68120	10	911876	CORN OIL 1/5	5	CS	5
DO68120	11	912017	CORNMEAL PLAIN YELLOW 25#	6	BG	6
DO68120	12	911746	CREAM OF WHEAT ENRICH 12/28 OZ	5	CS	5

Appendix 1 Tips

1. **Split shipping** - VDC cannot split and ship orders to different shipping points.
2. **P-cards** - VDC does not accept P-Cards (Purchase Cards).
3. **Comments** - Make sure you click the checkbox under the comment block to include comments on your PO.
4. **Attachments** - Please do not try to send attachments with your order. The Punchout will now allow attachments.
5. **Non-catalog or ad hoc orders** – Orders cannot be manually keyed into eVA for VDC. This type of order will fail to route to our system.
6. **Cancelled or changed orders** - If you need to cancel or change your order, please call us directly at 804 328-3232. The system cannot handle cancelled or changed orders.
7. **Returning to the catalog** – If you are in the current basket and press the Add Items button to return to the whole catalog, you will not see your order in the catalog. Do not worry. It is still there. Please do not re-key any item unless you do not see it in the current basket. If you re-key the information in the catalog, it will multiply the quantity on the order (i.e. if you re-key the order twice, the order will have 3 times the quantity you wish).
8. **Pick ups, Backorders, and calls for substitutions** – Please remember to change the answer for these questions during the last step of checking out.
9. **Point of Contact** – the contact person information should be entered for the person you wish us to call with any questions.
10. **Reset button** – Please be very careful of the Reset button. It will wipe out every item that has not yet been added to the basket.
11. **Questions** – If you have any questions that are not covered in this manual, please do not hesitate to call our Systems Administrator at 804-328-3226.